



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

Developmental Disabilities Administration

Frank W. Kirkland, Executive Director

Date

Name

Address

RE: REMINDER - DDA Services of Short Duration DEADLINE - June 30, 2012

Dear:

The Developmental Disabilities Administration (DDA) previously notified you of your eligibility for funding for Services of Short Duration (SSD). The SSD funds are only available during fiscal year 2012, which ends in June. The DDA is concerned that you have not yet requested any supports or services through the SSD funding.

The SSD funding can pay for supports, items, or services as a one-time payment, or over a designated period of time. Requests are to address current needs and are intended to eliminate or delay the risk of the person moving into crisis.

Please remember that you may submit a Services of Short Duration Request form independently based on your assessed need to address the things that place you at risk for a crisis. You may also receive assistance to identify service and support needs, service providers, and submission of the request from the following sources: (1) your resource coordinator; (2) DDA Low Intensity Support Services (LISS) providers; or (3) DDA- licensed Family and Individual Support Services (FISS) providers.

Your SSD Request form must be received and approved by the LISS agency by June 30, 2012 in order to make a funding commitment. Supports and services that are approved for funding may carry over past June 30 on a limited basis. Keep in mind that any requests that need to be reviewed for an “exception” as described in the SSD User Guide must be submitted with enough time to be received and reviewed by the **LISS agency and DDA** in order for a decision to be made by June 30th.

Name
Page 2

For more information on SSD, or copies of the SSD User Guide and request forms, visit the DDA website, <http://dda.dhmd.maryland.gov/SitePages/bill994.aspx>, or contact your resource coordinator. Please note that the User Guide and request forms are available in both English and Spanish on the website.

I hope that you will take immediate action to submit your request forms within the timelines to ensure that they can be processed. If you have questions, please e-mail WaitListInitiative@dhmd.state.md.us, contact your resource coordinator or DDA Regional Office. Thank you for your prompt attention to this matter.

Sincerely,



Frank W. Kirkland
Executive Director

cc: Peter deFries
Maryjane Osazuwa
Legal guardian, if applicable
Regional Office file